

## **Vacancy Notice**

### **Appraisal Technician (Full time, non-exempt)**

The Town of Hermon is offering an outstanding opportunity to join our team as the next **Appraisal Technician**. This is a technical and administrative position specializing in the field of Assessing. The Appraisal Technician is primarily responsible for on-site data collection of all new residential, commercial, and industrial properties, and works under the direct supervision of the Assessor. Provides immediate and high level technical and analytical work by verifying, analyzing, investigating, extracting, interpreting, and preparing data and reports related to the town's real property. Assists the Assessor with all updating and analysis of data. Additional administrative support provided to the Code Enforcement Office.

This position requires critical thinking skills, initiative, and independent judgement. The right candidate will represent the Town of Hermon and must convey a professional image and excellent customer service. The ideal candidate will possess or is motivated to acquire the knowledge, skills, and abilities to complete assessing duties such as data analysis, data entry, research projects, customer service, and additional duties as required. As assigned, the candidate for this position may assist the Assessor in completing State mandated reports, preparing research for abatement applications and maintain assessed values for all exempt properties. As an agent of the State of Maine, the Appraisal Technician must be familiar with and adhere to State law.

Town of Hermon offers complete pay and great benefits. Salary is commensurate with education, experience, certification and/or a combination of such.

Interested individuals may apply to the Town of Hermon, Attn: Appraisal Technician Search, 333 Billings Road, Hermon, Maine 04401 or via email to [sfields@hermonmaine.gov](mailto:sfields@hermonmaine.gov). Submission deadline is October 4, 2024, 4pm.